

Meron Mesfin

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PROFESSIONAL SUMMARY

A versatile and motivated worker blends a background in psychology and academics to offer skills in project management (CAPM), human behavior and organization. A vast level of experience from volunteering and outreach in assisting diverse groups. Brings analytical thinking, organization, and scheduling expertise to any project.

EDUCATION

Southern New Hampshire University: Manchester, NH December 2018
M.S Psychology (conc. Industrial Psychology)

Virginia Commonwealth University: Richmond, VA May 2017
B.S Psychology

EMPLOYMENT HISTORY

VCU School of Nursing February 2020 – Present
Departmental Administrator

As a Departmental Administrator I am responsible for assisting faculty with any current or upcoming classes. This would include: ordering desk copies and supplies, preparing instructional materials, managing faculty webpages, and assisting with onboarding of new faculty.

Sunodía Prayer Counseling August 2018–January 2020
Office Manager

As an Office Manager I was responsible for planning the annual conference and quarterly seminars as well as day-to-day operations: communicating with venues, scheduling appointments, updating the website, and keeping track of finance.

VOLUNTEER

American Red Cross (Volunteer) Richmond, VA August 2019 – February 2020
Blood Drive Scheduler

- Communicate and schedule donor ambassadors for blood drives in their area

PROFESSIONAL SKILLS

- QuickBooks, WordPress (web management), TerminalFour (web management), MailChimp, Social Media management, Typhon (< 4 months)